

Report For Week Ending 24 June 1958
From
Records Center

During the week the following accessions were made:

COMPT	23 Cu. Ft.
OCR	207 " "
PERS	99 " "
MS	3 " "
DD/P	289 " "
DD/I	2 " "
ORR	1 " "
OSI	1 " "
Sub-Total:	625 Cu. Ft.
Finished Intelligence	69 " "
Total:	694 Cu. Ft.

Map Negatives	1,179 Cu. Ft.
Records Holdings	24,673 " "
Distribution Material Holdings	10,987 " "
Total:	36,839 Cu. Ft.

Distribution Material Disposed of at Center	24 Cu. Ft.
Distribution Material Transferred from Center	7 " "
Records Disposed of at Center	71 " "
Records Transferred from Center	0 " "
Total:	102 Cu. Ft.

Accessioning
Tangible

1. It was necessary to call upon Transportation Division / OL twice during the week to transport records to the Records Center.

2. The Center is still having to relocate records in order to make room for new accessions. During the past week it was necessary to relocate a total of 42 cubic feet.

Disposal
Tangible

25X1A13a

1. Records Center personnel destroyed, [REDACTED] 64 cubic feet of records. This brought the total number in the disposal area down to 555 cubic feet. This is the first time in several weeks that there has been more records [REDACTED] than were placed in the disposal area.

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25X1A9a

[REDACTED]
Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	48	10,902	* 10,950
DD/P	3,006	5,724	8,730
DD/S	191	8,149	8,340
DD/S (Compt.Grilled Area)	39	441	480
DD/I	97	7,403	7,500
DD/I (Grilled Area)	429	3,351	3,780
DCI	23	37	60
Map Negatives	<u>370</u>	<u>1,220</u>	<u>1,590</u>
TOTAL:	4,203	37,227	** 41,430

* 960 cubic feet of this area were removed to make room for the general storage and processing area.

** This total includes 1,170 cubic feet of emergency shelving that has been erected in the Center.

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